



# Mortgage Loan Originator

## Neighborhood Finance Corporation

Neighborhood Finance Corporation (NFC) is a well-established non-profit organization with a team oriented work environment. NFC is celebrating our 31st Anniversary as a mortgage lender and our 3<sup>rd</sup> year with operations in Cedar Rapids. This position is for our Cedar Rapids office. It is a non-commission, but bonus eligible position.

### **Our mission:**

NFC provides unique lending programs and other services to facilitate targeted neighborhood revitalization in Polk County and Cedar Rapids, Iowa, through partnerships with residents, governments, community based organizations and the business community.

### **Summary:**

NFC is seeking a qualified and licensed Mortgage Loan Originator to join our team. The ideal candidate should have conventional mortgage lending experience, including knowledge of Fannie Mae requirements. The ideal candidate will be self-directed, customer focused and NMLS Licensed upon hire. NFC will consider candidates that are prepared to complete the licensing process within 60 days of hire. The Loan Originator will report to the Vice-President of Lending and will be responsible for originating and processing purchase, refinance and home improvement loans. Bilingual and diverse candidates are encouraged to apply.

### **Specific Job Functions:**

- Pre-qualification interviews with potential borrowers.
- Accept loan applications for 1-4 unit owner-occupied properties, work with the inspector to determine necessary renovation, process the loan application as needed, and prepare the loan application for underwriting and closing.
- Refer clients with barriers to nonprofit housing and credit counseling agencies based on assessment of client's needs.
- Analyze requested renovation in relationship to neighborhood plans, historic preservation, and completeness and quality of bids. Knowledge of renovation terms and ability to work with contractors is desirable.
- Prepare and give presentations and workshops to Real Estate agents, neighborhood associations and other special interest groups.
- Remain current on Consumer Financial Protection Bureau (CFPB) and GSE rules and work with the NFC team to effectively implement updates to processes and procedures to remain in compliance.
- Assist and participate in other projects as assigned by management.

**Job Requirements:**

- NMLS License is preferred or the ability to receive license within 60 days of hire.
- Strong customer service skills and the ability to explain complex lending products.
- The preferred candidate will have a two or four year college degree; a high school diploma is the minimum requirement.
- A minimum of 1-3 years of loan origination or equivalent mortgage lending experience.
- Knowledge of underwriting guidelines for conventional mortgage loans; specifically, Fannie Mae and NFC guidelines.
- Strong communication skills – written and speaking.
- Working knowledge of Spanish, Vietnamese, Karen languages or another language is desirable.
- Proficiency with MS Office applications including Word, Outlook, PowerPoint and Excel. Ability to learn loan origination system.
- Travel (10% or less) will be required to attend appropriate training and/or conference events (travel is currently not occurring due to COVID-19).

NFC offers competitive company benefits including free parking, medical/dental/vision/life insurance, business casual dress, paid sick/vacation leave, cafeteria plan, and 401(K) plan. Office hours are Monday through Friday 8:30 am to 5:00 pm. Flexible hours can be approved through your manager taking into account the duties of the position and business needs. This position is bonus eligible.

Please send cover letter and resume to:  
Vice-President of Lending  
NEIGHBORHOOD FINANCE CORPORATION  
1912 SIXTH AVENUE  
DES MOINES, IOWA 50314  
Or [tgearhart@neighborhoodfinance.org](mailto:tgearhart@neighborhoodfinance.org)  
No phone calls please

Salary Range: \$50,300 - \$60,300 – This is an hourly position. Range is based off of a 37.5 hour work week.